# NAFI Quick Guide

## Viewing and Retrieving Files

**nafi**
*Navy - Air Force Interface*

Prepared by NAVFAC HQ
May 09, 2001

File  Edit  View  Favorites  Tools  Help

Back  Forward  Stop  Refresh  Home  Search  Favorites  History  Mail  Print  Edit  Discuss  Links

Address  https://www.nafi.navy.mil/home.asp

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- EA-21 Home
- NAFI Home
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- Account Registration
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- User Communication
- Personal Addressbook
- Message Board

*Navy Air Force Interface*

**View Messages**                         **Start    Help    Logout**

**NAFI Message Board**

Welcome, *Erin Lambert (lamberte)*
You are registered under: *N00025*
Your password will expire in *28* day(s). Click **here** to update it.
Goto **Retrieve Contract** page.

**NAFI SysAdmin Messages**

| Date Posted | Message |
| --- |

3/30/2001 9:22:00 AM
Please see the NAFI Communique posted under User
Communication. In it you will find information regarding
the View Files and Duplicate Files Issues, as well as other
updates and "Lessons Learned."

2. Select 'Retrieve Contract'.

Done                                    Internet

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**Create a New Contract or Search for Contracts/Documents.**          *Start*   *Help*   *Logout*

**Retrieve Contract or Document**                               New Contract

Welcome back Erin Lambert. Need to **Modify your Profile?**

**Your Recent Contracts are Listed Below**

N4740899A3002   N4740800F4439   N6247499G6012   N6247499D4004
N6247499C6029   N6247489D9295   N6247098D4283

**Contract or Document Search**

*Fields with (*) will be ignored in Contract Search*

◉ Contracts (Basic)          ○ D

**Contract Number**          **Company**

**BOA/DO***          **ACO Mod***

**Issue DoDAAC**          **Admin DoDAAC**          **Payment DoDAAC**

**Issue Date**
**(From) (mm/dd/yyyy)**   **(To) (mm/dd/yyyy)**   **Award Amount**
                                          **(From) (exclude $)**   **(To) (exclude $)**
                                          $                        $

3. You can go directly to a contract you were recently working on by clicking on the Contract Number if it appears in this list. (The window that appears is shown on page 7 of this document)

Done                                                   Internet

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File   Edit   View   Favorites   To

Back   Forward   Stop   Links

Address https://train.nafi.navy.mil/

**4. To search for a contract, select the Contracts (Basic) radio button, enter the search information into the criteria fields, and click the 'Search' button (hint: the ' % ' character can be used as a wild card).**

**\*\* To search for a specific document (Mod, DO, etc.), see page 9 of this document.**

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Help    Logout

New Contract

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*Navy Air Force Interface*

Welcome back Erin Lambert. Need to **Modify your Profile?**

**Your Recent Contracts are Listed Below**

N4740899A3002   N4740890F4439   N6247499G6012   N6247499D4004
N6247499C6029   N6247489D9295   N624709GD4283

**Contract or Document Search**

*Fields with (\*) will be ignored in Contract Search.*

⊙ Contracts (Basic)        ○ Documents (Mods)        Search

| Contract Number | Company Name | Cage Code | Duns |
|---|---|---|---|
|  |  |  |  |
| **BOA/DO\*** | **ACO Mod\*** | **PCO Mod\*** | **Description** |
|  |  |  |  |
| **Issue DoDAAC** | **Admin DoDAAC** | **Payment DoDAAC** |  |
|  |  |  |  |

**Issue Date**
**(From) (mm/dd/yyyy)    (To) (mm/dd/yyyy)**

**Award Amount**
**(From) (exclude $)    (To) (exclude $)**

$                    $

Done                                                                    Internet

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File   Edit   View   Favorites   Tools   Help

History    Mail    Print    Edit    Discuss                     Links

5. If you used a Contracts search and multiple pages of contracts are returned, you can view the additional pages of your search by clicking on the page number.

arch for Contracts/Documents.          **Start**     **Help**     **Logout**

Document                                              New Contract

**DOD EDA**

**EA-21 Home**

**NAFI Home**

NAFI Home

**Account Registration**

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**User Notice**

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**Message Board**

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*Search Results: 39 found*
*Search Criteria:Contracts where*
 * *Contract Number starts with 'N6247200D%'*
 * *and ALL Contract Status*

[1], [2]

*Page: 1*

6. In a Contract search, find the contract whose file you want to view and click on the contract number.

| Contract Number | Company Name | Issue Date |
|---|---|---|
| N6247200D1400 | STAUNTON CHOW ENGINEERS | 1/3/01 |
| N6247200D2230 | CODYS CARPET CLEANING | 2/3/00 |
| N6247200D2426 | MM LAWNCARE INC | 3/28/00 |
| N6247200D2427 | N62472 | 11/9/00 |
| N6247200D2429 | N62472 | 10/2/00 |
| N6247200D2704 | STAUNTON CHOW ENGINEERS PC | 2/14/00 |
| N6247200D2751 | BRIDGE DISPOSAL | 5/23/00 |
| N6247200D2753 | BRIDGE DISPOSAL | 8/30/00 |
| N6247200D3045 | AB DAUMAN INDUSTRIES | 6/12/00 |
| N6247200D3252 | TOM VAZQUEZ JANITORIAL SERVICE INC | 6/30/00 |
| N6247200D3258 | EARLE ASPHALT COMPANY | 11/27/00 |
| N6247200D4102 | CUMBERLAND WASTE SERVICES INC | 2/14/00 |
| N6247200D4104 | ROGELE INC | 7/18/00 |
| N6247200D4105 | AS RA TECHNOLOGIES | 6/21/00 |
| N6247200D4107 | TEAM CLEAN INC | 1/7/00 |
| N6247200D4111 | ROGELE INC | 7/19/00 |

Done                                                    Internet

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss   Links

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**Display List of Documents for a Contract.**            *Start    Help    Logout*

**Maintain Contact:** N6247200D2230

**Award Date:**     2/3/00
**Award Amount:**   2484
**Awarded To:**     CODYS CARPET CLEANING
**Description:**    CARPET CLEANING SERVICES AT NSA PHILADI

**7. You can sort and/or filter the list of contract documents by selecting sort/filter criteria.**

**Select Sort Criteria**

**Primary**            **Secondary**
[Document Index ▼]   [Document Index ▼]   SELECT
● **Ascending**        ○ **Descending**

**Select Document Filter Criteria**

**ACO**      **PCO**      **DO**
[All ACO ▼]  [All PCO ▼]  [All DO ▼]   SELECT

**8. To view a listing of document files, find the appropriate document and click on its View Files link.**

[Add New Document]   [Upload Files]

*Click the checkbox to add files to one or more documents.*
*Present listing below is not filtered.*

| Status | Document Index | File List | Issue Date | Issue DoDAAC |
|--------|----------------|-----------|------------|--------------|
| Active | ☐ BASIC | View Files [1] | 2/3/00 | N62472 |
| Active | ☐ 0001 | View Files [1] | 3/6/00 | N62472 |
| Active | ☐ 0002 | View Files [2] | 3/6/00 | N62472 |
| Active | ☐ 0003 | View Files [1] | 1/1/1900 | N62472 |

Internet

File   Edit   View   Favorites   Tools   Help

Back | Forward | Stop | Refresh | Home | Search | Favorites | History | Mail | Print | Edit | Discuss    Links »

Address 🔗 https://train.nafi.navy.mil/home.asp                                           ▼  →Go

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**Display List of Files for a Document.**                    *Start    Help    Logout*

**View Files For** : N6247200D2230 : BASIC

**Award Date:**    2/3/00
**Award Amount:**  2484
**Description:**   CARPET CLEANING SERVICES AT NSA PHILADELPHIA PA

| Upload Files | Send Notification | View Notification Log |

**Select Sort Criteria**

**Primary**          **Secondary**
File Description ▼   File Description ▼   SELECT
⦿ Ascending          ○ Descending

*Please Wait for a Moment to View Files after Upload.*

| Status | View File Index | View File | Date Posted | File Size(bytes) |
|--------|-----------------|-----------|-------------|------------------|
| Active | Edit File | - CARPET CLEANING NSA | 5/23/00 12:42:39 PM | 207190 |

9. If more than one file appears in the listing, you can sort the list of files by selecting sort criteria.

10. To view a file in PDF format, click on its listing in the View File column.

🔗 Done                                                              🔒 🌐 Internet

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File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home

Address https://www.nafi.navy.mil/home.asp

**11. To search for a specific document (modification, DO, etc.) from the Retrieve Contract or Document page, select the Documents (Mods) radio button, enter the search information into the criteria fields, and click the 'Search' button (hint: the ' % ' character can be used as a wild card).**

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Create a N...

**Retrieve**

Help    Logout

**New Contract**

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Navy Air Force Interface

Welcome ba...

**Your Recent Contracts are Listed Below**

N6247096D4829   *N62470964837(Inactivated)*   N6247798D3067   *99D3016000301(Inactivated)*
N6274299D2145   N6247295C7023              N6247098D5324   N6338795D0128
N6247096D4837   N6247098D4283

**Contract or Document Search**

*Fields with (*) will be ignored in Contract Search*

○ **Contracts (Basic)**        ● **Documents (Mods)**          **Search**

| Contract Number | Company Name | Cage Code | Duns |
|---|---|---|---|
| | | | |

| BOA/DO* | ACO Mod* | PCO Mod* | Description |
|---|---|---|---|
| | | | |

| Issue DoDAAC | Admin DoDAAC | Payment DoDAAC | |
|---|---|---|---|
| | | | |

| Issue Date | | Award Amount | |
|---|---|---|---|
| (From) (mm/dd/yyyy) | (To) (mm/dd/yyyy) | (From) (exclude $) | (To) (exclude $) |
| | | $ | $ |

**\*\* When searching for a specific document, one of the three document fields should be filled in as well as the Contract number field.**

Internet

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss   Links

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Create a New Contract or Search for Contracts/Documents.    **Start    Help    Logout**

**Retrieve Contract or Document**    **New Contract**

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**Search Results:** *1 found*
*Search Criteria:Documents where*
- *Contract Number starts with 'N6247098D5324 '*
- *BOA/DO starts with '0013'*
- *and ALL Contract Status*

| Contract Number | BOA/DO | ACO Mod | PCO Mod | File List | Date Posted | Issue DoDAAC |
|---|---|---|---|---|---|---|
| N6247098D5324 | 0013 | 01 | - | View Files | 11/16/00 | N62470 |

12. In a Documents search, find the document whose files you want to view and click on the View Files link.

Internet

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Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss   Links

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**Display List of Files for a Document.**          *Start*     *Help*     *Logout*

**View Files For** : N6247098D5324 : 0013 01

**Award Date:**   11/16/00
**Award Amount:**  0
**Description:**   MODIFY THE SCOPE OF WORK FOR PROJECT CF0018551

| Upload Files | Send Notification | View Notification Log |

**Select Sort Criteria**

Primary            Secondary
File Description ▾   File Description ▾   **SELECT**
◉ Ascending        ○ Descending

*Please Wait for a Moment to View Files after Upload.*

| Status | View File Index | View File | Date Posted | File Size(bytes) |
|--------|-----------------|-----------|-------------|------------------|
| Active | Edit File | 0013 01 - MOD | 1/4/01 9:17:40 AM | 132905 |

13. If more than one file appears in the listing, you can sort the list of files by selecting sort criteria.

14. To view a file in PDF format, click on its listing in the View File column.

Done                                                                    Internet

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# Viewing and Retrieving Files Summary

1. Go to https://www.nafi.navy.mil, type in your NAFI User Name and Password, select Navy Domain, and click the 'Login' button.

2. Select 'Retrieve Contract'.

3. You can go directly to a contract you were recently working on by clicking on the Contract Number if it appears in this list.

4. To search for a contract, select the Contracts (Basic) radio button, enter the search information into the criteria fields, and click the 'Search' button (hint: the ' % ' character can be used as a wild card).

5. If you used a Contracts search and multiple pages of contracts are returned, you can view the additional pages of your search by clicking on the page number.

6. In a Contract search, find the contract whose files you want to view and click on the contract number.

7. You can sort and/or filter the list of contract documents

# Viewing and Retrieving Files Summary

8. To view a listing of document files, find the appropriate document and click on its View Files link.

9. You can sort the list of files by selecting sort criteria.

10. To view a file in PDF format, click on its listing in the View File column.

11. To search for a specific document (modification, DO, etc.) from the Retrieve Contract or Document page, select the Documents (Mods) radio button, enter the search information into the criteria fields, and click the 'Search' button (hint: the ' % ' character can be used as a wild card).

12. In a Documents search, find the document whose files you want to view and click on the View Files link.

13. You can sort the list of files by selecting sort criteria.

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